

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Medical Department Center and School
and Fort Sam Houston
2250 Stanley Road
Fort Sam Houston, Texas 78234-5014

Regulation
Number 690-32

1 July 2000

Civilian Personnel
RETENTION BONUS RECERTIFICATION

1. **PURPOSE.** To establish policies and procedures and provide guidance for re-certifying the continuation of Retention Bonuses.
2. **REFERENCES.** Code of Federal Regulations, Title 5, part 575, Retention Allowances; Assistant Secretary of Defense Memorandum, October 3, 1991, Subject: Department of Defense Plans for Recruiting Bonus, Relocation Bonuses and Retention allowances.
3. **RESPONSIBILITY.** Applies to all civilian employees assigned to the U.S. Army Medical Department Center & School and Fort Sam Houston who receive Retention Bonuses.
4. **PROCEDURES.**
 - a. At least 30 days prior to the anniversary date of the last award of the bonus, the Civilian Personnel Advisory Center (CPAC) will advise the employee's supervisor that a review is required and that he must submit a memo that either: (1) re-certifies the need for the bonus for an additional period; OR (2) requests the bonus be terminated.
 - b. The supervisor will prepare the appropriate memo for extension or termination of the retention bonus and forward it through CofS or USAG Commander to the Commanding General (CG) for approval/signature.
 - c. The CG will approve/disapprove the request and will return the memo to the supervisor.
 - d. The Supervisor will advise the employee of the approval/disapproval of the CG and forward the memo to the CPAC.

This will be done in sufficient time for CPAC to advise CPOC of the determination prior to the employee's retention bonus anniversary date.

e. The CPAC will forward the memo to the Civilian Personnel Operations Center (CPOC) for maintenance in the employee's Official Personnel Folder.

f. The CPOC will process the continuation of the retention bonus or terminate it as appropriate and establish the suspense for the next year's re-certification.

5. This policy will remain in effect until superseded or rescinded.

(MCCS-BCP)

FOR THE COMMANDER:

OFFICIAL:

/S/
LUCY S. PEREZ
Secretary of the General Staff

/S/
MICHAEL J. REDWINE
MAJ, AG
Adjutant General

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CP